

Guadalupe-Coyote Resource Conservation District (GCRCD)

Associate Director Policy

Approved by the Board of Directors on July 13, 2015

I. GENERAL PROVISIONS

Governance. The Board of Directors (“Board”) for the Guadalupe-Coyote Resource Conservation District (“District”) consists of five members (“Director”) of the Board. As the governing body of the District, the Board reviews and approves District policies, including the associate director policy. The Board may choose to delegate responsibility for policy administration to the District’s Executive Director (“ED”), including but not limited to the development of procedures and internal controls to implement the policy.

Purpose of the Policy. Division 9 of the California Public Resources Code allows resource conservation districts to appoint associate directors (“Associate”). Associates provide value to the District by providing additional expertise to the Board, including but not limited to the areas of: natural resources conservation and management; agricultural and grazing management practices; environmental health; land use; engineering; physical and life sciences; public outreach and education; and local government policy and procedures.

Policy Revisions. The Board reviews District policies annually, usually in conjunction with the review and adoption of the proposed budget. Any Director or the ED may make recommendations for changes to a policy at any time, but all policy changes require approval by the Board.

Statement of Non-Discrimination. The District contracts on a non-discriminatory basis, without regard to race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act -- Government Code Section 12900-12996).

II. TERM AND POSITIONS

Term: Associates are appointed for two year terms, which may be renewed. There are no term limits. An Associate may be removed at any time without cause by a majority vote of the Board of Directors.

Positions: The District may have up to five (5) associate director positions.

III. QUALIFICATIONS AND APPOINTMENT

District Constituency. An Associate should be a registered voter, land owner, or employee within District boundaries. If an exceptionally qualified applicant for associate director meets all other qualifications, the Board may waive the constituency requirement if it finds it is in the best interests of the District to do so.

Other Qualifications. Associates must possess expertise in an area of interest to the District, including but not limited to those areas listed under “Purpose of the Policy”. Associates are expected to have sufficient time available to meet the responsibilities of the position, including regular attendance at Board meetings and participation in mandatory trainings.

Recruitment. The District shall post a notice on its website for any Associate position which is open due to a vacancy or an expiring term. The recruitment period shall remain open for at least thirty (30) days. Qualified parties interested in a vacant position may apply at any time. Qualified parties interested in replacing an existing Associate whose term is expiring may apply only during the open recruitment period for that position.

Application. Until the District develops a formal application form, the Associate application shall consist of a letter of interest stating qualifications and background in at least one of the areas of interest to the District, two letters of recommendation by individuals familiar with the applicant’s work or qualifications, and a signed waiver authorizing the District to conduct a background check. For positions filled by Associates with expiring terms, the application cutoff is ten (10) days prior to the meeting at which the renewal term is being considered. For vacant positions, the application cutoff is ten (10) days prior to a regular Board meeting; applications received after that cutoff date will be considered at the following regular Board meeting.

Selection. The ED shall be responsible for reviewing applications to determine eligibility, performing reference checks, and making formal recommendations to the Board regarding Associate appointments. Ineligible or incomplete applications may be rejected by the ED. The ED shall submit applications for eligible to the Board for consideration, along with a formal recommendation as to their appointment. However, if the ED believes it is in the best interest of the District to recommend against an appointment, s/he shall attempt to notify the applicant in order to allow him or her to withdraw the application in lieu of having it posted on the formal agenda for the Board of Directors.

Appointment. Consideration of Associate appointments will be discussed in open session. Appointments require a majority vote of the Board of Directors. The effective date shall be no earlier than the first day of the month following the meeting.

IV. RESPONSIBILITIES

Participation in Board Meetings. Associates are encouraged to attend and participate in the

discussion of open session items at Board meetings but may not vote. Associates may not participate in closed session items unless their knowledge and expertise is appropriate to the discussion, and they are invited to do so by the Board of Directors, with the concurrence of District Counsel. If included in closed session, an Associate may not vote and is subject to the same rules of nondisclosure as is a Director.

Participation in Other Meetings. Associates are encouraged to attend and participate in Board committee meetings, and the Board has the discretion to appoint them as voting members of those committees. Associates may be designated by the Board or the ED to represent the District at specific meetings or events on a case-by-case basis.

Conflict of Interest. Associates are subject to the District's conflict of interest code and are required to complete an approved ethics course similar to that required for the Directors.

Conduct: Associates' activities are to be conducted in consistency with GCRCDC policy, purpose, and direction.

Authority: Associates are not authorized to make agreements, contracts, or representations to any party, other organizations, or government agencies on behalf of the District.

V. ADDITIONAL PROVISIONS

Insurance. At the Board's discretion, Associates may be added to the District's policies for liability and workers compensation insurance.

Expense Reimbursement: Associate Directors may be eligible for expense reimbursements, subject to the provisions of the adopted District Finance Policy.